

EXPORT ADMINISTRATION

GUIDELINES FOR HANDCARRY OF LAPTOP COMPUTERS

INTRODUCTION:

In most instances the handcarry of laptops overseas is for NASA employee general business use (i.e., administration, communication, data reference). To support this type of export, a Letter of Introduction (LOI) on NASA letterhead is recommended (to be prepared by and accompany traveler) should U.S. or foreign Customs perform a random search or inquiry.

In other instances the laptop itself or the data contained therein may have certain export restrictions that require an export license subject to additional customs documentation (Shipper Request/Packing Sheet (P/S) and Shipper's Export Declaration (SED)).

EA INTERVIEW TRAVELER TO DETERMINE IF:

	<u>(DOCUMENTATION NEEDED)</u>	
	<u>LOI</u>	<u>P/S & SED</u>
1. Value	< \$5000	> \$5000 (<i>Contact Traffic</i>)
2. Use: General Business	X	
3. Contains Encryption Software:	X	
4. Contains Technical Data:		
Non-Defense Article Related	X	
Defense Article Related under Exemption:		
- For use by NASA contractor or U.S. Government Agency-	X	[Cite: Export Auth. 22CFR125.4(b)(9)]
- Approved for Public Release	X	[Cite: Export Auth. 22CFR125.4(b)(13)]
- Other	X	[Cite: Export Auth. (Applicable Exemption)]
Defense Article Related under DSP-5		X (<i>Contact Traffic</i>)

NOTES:

- (1) When LOI is used and export authority for Tech Data is required, cite applicable Exemption number in LOI. A copy of the LOI must be provided to Export Administration, Attn.: Wayne Ranow TA-E1 for on-forwarding to DOS Office of Defense Trade Control in accordance with ITAR 22CFR123.22(c) and (d).
- (2) When special Customs documents are required, a Customs Form 4455 for government owned and a Customs Form 4457 for personal owned Certificate of Registration is available at 120 George King Blvd, Port Canaveral, south side. The laptop must be brought to the customs office when requesting this service.